Arizona State Parks

Administrative Guidelines for Awarded Grants



October 2009

These Administrative Guidelines supersede all previous versions.

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PREFACE

Congratulations on receiving a Grant Award through the Arizona State Parks Board! These Administrative Guidelines have been established to assist participants in the successful and timely completion of their grant project. The Arizona State Parks Grant Staff will be working closely with participants to answer questions and provide recommendations on grant projects. Should you have questions or concerns regarding a grant project please contact the Grant Program Coordinator.

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Arizona State Parks Board

Arizona State Parks Board in accordance with A.R.S. § 41-511 shall consist of seven members. The state land commissioner shall be a member and the remaining members, each of whom shall be a bona fide resident of the state, shall be appointed by the governor pursuant to section 38-211. The appointive members shall be selected because of their knowledge of and interest in outdoor activities, multiple use of lands, archaeology, natural resources and the value of the historic aspects of Arizona, and because of their interest in the conservation of natural resources. Not less than two of the appointive members shall be representative of the livestock industry, and one appointive member shall be professionally engaged in general recreation work.

Advisory Committees

The Arizona State Parks Board has five volunteer Advisory Committees related to its grant programs. These committee members serve as experts in specific areas and advise the Arizona State Parks Board on grant-related matters. They also help incorporate the public's priorities in the grant process.

The Arizona Outdoor Recreation Coordinating Commission (AORCC) recommends criteria and policies for the equitable distribution of funding for outdoor recreation grants. AORCC membership: Seven members; by statute one must be the Director of Arizona Game and Fish Department and one must be the Director of Arizona State Parks. The remaining five members are appointed by the Governor to three-year terms. Three must be professional full-time Parks and Recreation Department Directors of a county, city or town, and two must be members of the general public with broad experience in outdoor recreation.

The Arizona State Committee on Trails (ASCOT) helps create and implement the Arizona Trails Plan and recommends expenditures from non-motorized grant funds. ASCOT is a fifteen member Advisory Committee to the Arizona State Parks Board. ASCOT is an active group that has a long history in Arizona and benefits Arizona's trails through numerous achievements and activities.

The Conservation Acquisition Board (CAB) serves in an advisory capacity to the Arizona State Parks Board and recommends appropriate grants from the Land Conservation Fund for open space conservation. CAB is a seven member Advisory Committee that is appointed by the Governor to five-year terms. One member must be: a state land lessee; qualified to manage private land for conservation purposes or income production; a member of the State Bar of Arizona and be experienced in private real estate law; a licensed real estate appraiser; experienced in marketing real estate; a representative of a conservation organization; and a representative of a public educational institution. At least one of the members should be experienced in soliciting money from private sources.

The Historic Preservation Advisory Committee (HPAC) recommends appropriate expenditures from the Historic Preservation component of the Heritage Fund. HPAC's membership is seven members who are appointed by the Board to a maximum of two consecutive three-year terms. One must be a member of a non-profit preservation organization, two must be preservation professionals, one must be a representative of a local government preservation program, and three must be citizens-at-large who are active in or familiar with historic preservation.

The Off-Highway Vehicle Advisory Group (OHVAG) helps create and implement the Arizona Trails Plan and recommends expenditures from motorized grant funds. OHVAG membership is seven members appointed by the Arizona State Parks Board to a maximum of two consecutive three-year terms. Five members must be members of organized OHV groups. One member must represent the general public or casual OHV enthusiasts and one member must represent an outdoor sports persons group (such as a hunting or fishing organization).



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Administrative Guidelines for Awarded Grants

I. Introduction

The guidelines set forth in this manual are authorized for participants to administer awarded projects for the following programs:

- Arizona State Parks Board Heritage Fund
 - Local, Regional and State Parks (LRSP)
 - Trails
 - Historic Preservation (HP)
- Growing Smarter State Trust Land Acquisition Grant Program (GSLA)
- Off-Highway Vehicle Recreation Fund (OHV)
- State Lake Improvement Fund (SLIF)
- Law Enforcement & Boating Safety Fund (LEBSF)
- Land and Water Conservation Fund (LWCF) (Federal)
- Recreational Trails Program (Motorized Portion) (RTP) (Federal)

These guidelines represent the policies and procedures that give participants direction to successfully administer grant projects. The grant application manuals are available for public review in the Phoenix office of Arizona State Parks at 1300 West Washington and on the Arizona State Parks website at: www.azstateparks.com.

A. Board Policy

These guidelines represent Arizona State Parks Board policy for grant administration. Policy changes are based on the need for clarification and instruction to address project-specific issues in grant administration. Staff presents recommendations for administrative and policy changes to the appropriate Advisory Committee for discussion. Staff's recommendations and the Advisory Committee's recommendations are presented to the Arizona State Parks Board for final action.

B. Land and Water Conservation Fund (LWCF) Grants Manual

The LWCF Grants Manual sets forth the administrative policies, procedures and guidelines for LWCF grants. Due to the similarity between the LWCF manual and administrative issues associated with State Parks grant programs, the LWCF manual is used as a guide in administering the programs when appropriate or when Arizona State Parks Board policy is silent.

C. Historic Preservation Fund (HP) Grants Manual

The HP Grant Manual sets forth the administrative policies, procedures, and guidelines for HP Heritage Fund grants. Due to the similarity of administrative issues associated with the Arizona State Parks HP Heritage Fund Grant Program, the HP manual is used as a guide in program administration when appropriate or when Board policy is silent.

D. Recreational Trails Program (RTP) Interim Guidance

The RTP Interim Guidance sets forth the administrative policies, procedures and guidelines for RTP (Motorized Portion) grants. This manual is used as a guide in administering the motorized trails grant program when appropriate or when Arizona State Parks Board policy is silent.

E. Periodic Updates

These administrative guidelines are updated as the Arizona State Parks Board adopts new policies and when new procedures are implemented.

II. Participant Agreement

Upon Arizona State Parks Board approval of a project, State Parks staff generates a participant agreement. This document outlines the binding terms and conditions of a grant project between the participant and Arizona State Parks. It contains the project title, grant award amount, project number, project period, match percentage, general provisions, approved scope of work, and special conditions pertinent to the award. By signing this document, the participant acknowledges the source of awarded grant funds and affirms that the grant will be administered and managed according to the terms of the agreement, including these administrative guidelines. The General Provisions for each specific program are attached to the participant agreement.

Two original copies of the participant agreement are mailed to the participant for signature. The individual authorized in the application's resolution as well as the participant's attorney, must sign the agreement. If acceptable, the participant signs both originals and returns them to Arizona State Parks within 45 working days of receipt for signature by the Executive Director, or the designee, of Arizona State Parks. Arizona State Parks retains one original copy and the other is returned to the participant. The agreement is effective as of the date signed by Arizona State Parks.

If the participant cannot return the signed participant agreement within the 45 days from the date of receipt, a time extension may be requested. The extension request must be justified in writing and received by Arizona State Parks at least 10 working days prior to the end of the 45-day period. If agreements are not signed and returned to Arizona State Parks within the 45 working days of the approved extended time period, the project may be cancelled. Arizona State Parks will notify the participant in writing of cancellation and the grant funds will be deobligated from the project.

A. Preservation and Conservation Easement Deed (PCED)

For Historic Preservation grants involving property development work, a Preservation and Conservation Easement Deed is a special condition of the participant agreement. This document binds the property owner and/or subsequent owners to assume responsibility for maintenance of the property for a specified number of years based on the grant award.

Grant Award	Minimum Term	Recording Requirements
\$10,000 or less	5 year Preservation Agreement	Not applicable
\$10,001 to \$25,000	10 year Preservation Deed	Recorded with property
	•	deed
\$25,001 to \$50,000	15 year Preservation Deed	Recorded with property
	•	deed
\$50,001 to \$100,000	20 year Preservation Deed	Recorded with property
	•	deed
\$100,001 or more	30 year Preservation Deed	Recorded with property
	·	deed

When an individual project receives more than \$10,000 in Arizona Historic Preservation Heritage Funds, a Preservation and Conservation Easement Deed (PCED) must be completed by the property owner and recorded by the County Recorder with the current deed to the property. A copy of the recordation must be sent to Arizona State Parks within 90 days of full execution. Disbursement of grant funds will be held until evidence of the PCED recordation is received by Arizona State Parks.

B. Conservation Easement for Growing Smarter State Trust Land Acquisition Land Acquisition

For Growing Smarter State Trust Land Acquisition Grants, participants shall convey a conservation easement to Arizona State Parks in exchange for Growing Smarter monies, unless the parcel is sold with a patent restriction that protects its conservation values. The Arizona State Land Department (ASLD) may place a patent restriction on the parcel requiring that it be maintained for conservation purposes. If ASLD does not do this, or if the patent restriction does not adequately protect the conservation values of the parcel, the organization shall be required to sign a contract with the Arizona State Parks Board stating that it will either convey a conservation easement to Arizona State Parks in the case of a purchase or impose a restrictive covenant in the case of a lease. These contracts shall accompany the title to the land, granting such access and providing for reversion to the state of any interest in the property acquired with funds granted under this program if the participant or subsequent owners fail to comply with the terms of the easement or covenant.

III. Amendments to the Agreement

Each participant is expected to complete the project according to the original agreement within the approved time frame. Arizona State Parks recognizes; however, that the participant may encounter circumstances that may warrant an amendment to the participant agreement.

A. Amendment Types

Permissible amendments include: 1) time extensions; 2) scope changes; 3) funding adjustments; and 4) changes in the project participant. Amendment requests must be submitted in writing to Arizona State Parks staff. Justification and appropriate support information must be attached to

the request. The amendment policy of the Arizona State Parks Board (Appendix A) defines each amendment type and specifies the approval authority.

Amendment requests must be submitted to Arizona State Parks at least three months prior to the project ending date.

B. Retroactive Amendments

Any requests for retroactive decisions will be presented to the appropriate Advisory Committee and must be approved by the Arizona State Parks Board. Requests must be detailed and must provide a revised timeline of project completion for all approved scope items.

C. Process

If Arizona State Parks approves the amendment, the participant will receive two original copies of the amendments for signature. Within 20 working days of receipt, the participant must return the signed documents to Arizona State Parks for signature by the Executive Director or designee. One original copy is retained by Arizona State Parks and the other is returned to the participant. The amendment is effective as of the date of signing by Arizona State Parks. If the request is denied, the participant will receive notification of the denial.

Some amendment requests require advisory group and Arizona State Parks Board review and approval and may take up to 3 months before a decision is made.

IV. Project Management

Participants and Arizona State Parks staff will administer awarded projects according to the terms of the participant agreement and the guidelines in this manual. Following an award of grant funds, the participant shall make every effort to expedite project work towards successful completion. Federal Historic Preservation Fund, LWCF and Recreational Trails Program projects are administered according to the appropriate federal grant manual, the terms of the agreement with the National Park Service or authorization of the Federal Highway Administration, and the terms of the participant agreement with Arizona State Parks.

A. Procurement Standards

If the participant is a governmental entity, procurement transactions shall be accomplished according to the participant's procurement standards. State procurement standards shall apply to all non-governmental entities to the fullest extent possible. State procurement standards are available on the internet at http://www.azdoa.gov/agencies/spo/default.asp. Continue to link Agency Resources.

B. Project Period

A development project should be completed within three (3) years of the date the Participant Agreement is signed by Arizona State Parks. An acquisition project should be completed within two (2) years of the date the Participant Agreement is signed by Arizona State Parks. A project including both development and acquisition should be completed within three (3) years of the date the Participant Agreement is signed by Arizona State Parks. If the project cannot be completed by the project end date, the participant must request a time extension. (See Section III. A.)

C. Project Start-up

The participant shall commence work on an approved project as specified in Section V. Work is defined as: an executed consultant agreement for studies, reports, or architectural/engineering projects; an executed construction contract or initiated on-site force account labor for development projects; release of Request For Quotes (RFQ) for equipment purchases; initiation of negotiations to purchase real property for acquisition projects; or other documented evidence of project initiation.

Should it not be possible to meet the required start-up date, the participant may, at least three months prior to the start-up date, submit a written request to Arizona State Parks to extend the date. Requests must provide a detailed explanation and revised timeline for project completion. Only one start-up extension, not to exceed six months, may be granted. If an extension request is not submitted by the participant before the start-up date or if work is not initiated by the amended start-up date, Arizona State Parks may cancel the project according to the provisions of the participant agreement. Awarded funds will be deobligated from the project. The participant shall be notified in writing if the project is cancelled.

NOTE: An extended project start-up date does not extend the approved project ending date. Project ending date extensions are processed according to Section III amendments to the Agreement.

D. On-site inspections

Arizona State Parks staff may make periodic on-site inspections of project sites. Whenever possible, these inspections will take place during normal working hours with the participant. During inspections, staff will determine compliance with the participant agreement and provide problem-solving assistance.

E. Fund acknowledgement and signs

The participant must provide permanent acknowledgement of grant funding assistance according to the following guidelines:

1. Heritage Fund acknowledgement:

At a minimum, fund acknowledgement shall include the following language: "This project is (was) financed in part by a grant from (name of grant program: Local, Regional and State Parks Heritage Fund; Trails Heritage Fund; or Historic Preservation Heritage Fund) which is funded by the Arizona Lottery and administered by the Arizona State Parks Board." Recognition of the grant funding source must be included in final reports, pamphlets, brochures, videos, etc.

2. Other fund acknowledgement

At a minimum, fund acknowledgement shall include the following language: "This project is (was) financed in part (or in full) by a grant from (name of grant program) administered by the Arizona State Parks Board." Recognition of the grant funding source must be included in final reports, pamphlets, brochures, videos, etc.

3. Temporary signs

The project site may display temporary signs acknowledging the funding source upon initiation of construction and the signs may remain until the project is completed. There is no requirement to place a sign at an acquisition project site because of the effect such acknowledgement may have on the market value of the land.

4. Permanent signs

Fund acknowledgement signs and decals are available from Arizona State Parks at no cost. A participant must obtain approval from Arizona State Parks before any other method of acknowledgement is used.

V. Types of Projects

A. Development Projects

Construction contracts must be awarded or force account on-site work must be in progress within 18 months of the fully executed participant agreement. Each participant is expected to proceed with the development of plans and specifications after receipt of the fully executed participant agreement for an approved development project. The participant must give particular attention to the following items when proceeding with approved work.

1. Arizona licensed architect/engineer

The participant must use an Arizona licensed architect/engineer registered under A.R.S. Title 32 – Professions and Occupations to prepare the plans and specifications for either contract or force-account construction work. The participant must submit a copy of the signed agreement between the participant and the architectural/engineering firm which conducts the work to Arizona State Parks if costs for this work are included in the approved project scope.

NOTE: An officer or employee of the United States practicing as an architect, engineer, geologist, assayer, landscape architect, or land surveyor is exempt from this requirement.

2. Bid Solicitation review

Upon completion of the solicitation of bids for construction contracts, the participant **must** submit a copy of the bid award letter to Arizona State Parks (Appendix B).

3. Plans and specifications review for Historic Preservation Projects
Historic Preservation plans and specifications must be submitted to the
HP Grant Coordinator who will forward the plans and specifications to
SHPO for review. SHPO has 30 days to complete a review and provide
comment. Upon completion of the review, the HP Grant Coordinator will
notify the participant and when appropriate, issue a Notice to Proceed
(NTP). The review ensures that the work to be accomplished is consistent
with the Secretary of Interior's Standards. Grant payment requests will
not be processed until the review occurs.

4. Required documentation for development projects

The following documentation must be submitted before any reimbursements are released:

- plans & specifications (HP projects only)
- award of bid letter (Appendix B),
- list of bids received,
- a justification statement if an award is made to a vendor other than the lowest bidder.

B. Equipment projects

1. Required documentation for equipment projects

The participant must purchase approved equipment according to the participant's procurement standards. A copy of bids or quote lists for equipment requiring competitive bidding must be submitted to Arizona State Parks.

C. Acquisition projects for all grant programs <u>except</u> Growing Smarter The participant must initiate negotiations to purchase land, water, or property within six (6) months of the date on the fully executed participant agreement.

Acquisition of land, water, property or interests therein may be accomplished through negotiated purchase or donation. All acquisitions must conform to the Arizona Board of Appraisal, the Uniform Standards of Professional Appraisal Practice, and state and federal laws pertaining to acquisition.

Arizona State Parks will not provide grant assistance for, nor count as matching funds, for land acquisitions at a price above the approved appraised value. An appraisal is considered valid if it was done within one year prior to the purchase.

1. Appraisal

The participant must obtain an appraisal of the property proposed for purchase according to requirements of the Arizona Board of Appraisal and the Uniform Standards of Professional Appraisal Practice. The appraiser must be an Arizona-licensed certified appraiser. The appraisal is valid for one year.

2. Appraisal review report

The participant must submit each appraisal to Arizona State Parks for review. Arizona State Parks confirms whether the preparation of the appraisal is in accordance with the Uniform Standards of Professional Appraisal Practice and that the fair market value is appropriately supported. Arizona State Parks may request a "determination of value" of the reviewer if the appraised value specified in the appraisal report is challenged. The approved appraised value as established by the appraisal review report, or a determination of value, sets the limit for grant assistance in the cost of land, water, or property.

3. Required acquisition documentation for all programs <u>except</u> Growing Smarter

The first grant payment request will not be processed until the following documentation is received:

- appraisal report
- written offer to purchase, including a statement of just compensation (not required for donations)
- written offer to donate when all or a portion of a property is to be donated
- documentation that the owner was given an opportunity to accompany the appraiser during the appraiser's inspection of the property (this can come from the participant).
- evidence of purchase price
- recorded title
- title insurance no older than one year, or the participant's attorney certification that the title is free and clear of encumbrances
- a cultural resources evaluation pursuant to A.R.S. § 41-861 et. seq. of the State Historic Preservation Act, <u>if required</u> by the State Historic Preservation Office (SHPO).

D. Growing Smarter State Land Acquisition (GSLA) Projects

The project period for GSLA grants is 18 months. After the participant agreement is signed, documents identified in below must be submitted to Arizona State Parks to receive grant monies. The matching acquisition grant funds will be provided within 30 days of the applicant submitting proof of having been the successful bidder at public auction.

1. Required documentation for GSLA acquisition projects

Applicants must provide the following documentation in order to receive application grant monies is received:

- A land sales receipt;
- A statement of having inspected the land;

- A statement of being the highest and best bidder at public auction; and,
- A draft of the title insurance policy for the amount of the acquisition, if required by Arizona State Parks.

If Arizona State Parks requests the conveyance of a conservation easement on the property, Arizona State Parks will need to be indemnified in the title insurance.

E. Waiver of retroactivity for acquisition projects

Acquisitions completed prior to grant approval <u>may</u> be eligible for grant assistance under the following conditions. A waiver of retroactivity applies only to real estate acquisition projects (land or structures). The waiver of retroactivity applies if it is necessary to acquire property, through purchase or donation, before a grant application for acquisition assistance can be considered for funding, usually because the sale of a property is imminent and if not purchased, a <u>significant opportunity</u> would be lost. The Executive Director of Arizona State Parks, or a designee, must approve the waiver <u>before</u> the property is acquired by the participant.

To obtain approval, the applicant must notify Arizona State Parks in writing of the necessity for the waiver and give justification for the proposed action prior to acquiring the property. The notification must include a site map and parcel map and the anticipated date of acquisition.

If Arizona State Parks approves the waiver and later awards the grant funds, retroactive acquisition costs, including land donation values, are eligible for grant assistance. Granting a waiver acknowledges the need for immediate action, but does not imply project approval. Retroactive costs are incurred at the applicant's risk, since the granting of the waiver does not in any way ensure full funding approval of the project.

If Arizona State Parks grants the waiver, the applicant must submit a grant application within the next 18 months.

F. Studies and reports projects

Participants must submit a draft copy of their study or report to Arizona State Parks staff for review at least 45 working days prior to the project ending date.

VI. Project costs

Only items approved by the Arizona State Parks Board and identified in the scope of work from the participant agreement are eligible for reimbursement. Eligible project costs are those identified specifically with and charged directly to a particular scope item. Documents such as invoices, statements or claims, and warrants or checks must support all expenditures. The participant must reference the project by name and number on all documentation and must retain such documentation for five (5) years after the project closure date.

A. Allowable costs

The following criteria or categories describe allowable project costs.

1. Pre-agreement and Design/Engineering (D&E) and/or consultant costs (except Historic Preservation Projects)

Arizona State Parks must approve these costs as a specific item in the scope of work at the time grant funds are awarded. The costs may not exceed **10% of the approved grant award**. The 10% dollar amount is calculated and reimbursed at the match rate of the awarded grant i.e. 50/50.

2. Historic Preservation Architecture/Engineering and Pre-Agreement (AEPA) costs.

When combined together, these costs cannot exceed more than 10% of the total project cost. The 10% dollar amount is calculated and reimbursed at the match rate of the awarded grant i.e. 40/60.

The costs may include: site investigation and selection; site planning; cultural resources survey; environmental assessment; preliminary design; preliminary environmental assessments and archaeological surveys; and construction drawings and specifications. Costs for consultant services are allowable when they are an integral part of project completion. A signed contract between the participant and consultant supports these costs. The pre-agreement/design & engineering costs must be identified in the approved scope of work in order to be considered for reimbursement.

NOTE: A preliminary cultural resources survey, including information regarding archaeological and other historic properties, is an eligible cost item when applicants choose to include it in the scope of work. Arizona State Parks may require that grant applicants conduct further work such as testing or mitigation of cultural resources before grant funds will be released, and such activities are the responsibility of the applicant. Activities such as testing and mitigation of cultural resources are not eligible for grant funds and may not be counted as match toward the project.

3. Growing Smarter Acquisition Projects

The following criteria describe allowable project costs.

a. Acquisition costs

Arizona State Parks must approve acquisition costs at the time grant funds are awarded. Reimbursement of such costs may not exceed 50 percent of the appraised value of any purchase or lease of reclassified State Trust land or 50 percent of any purchase or lease of the development rights related to reclassified State Trust land.

b. Associated acquisition costs

The Arizona State Parks Board approves these costs at the time grant funds are awarded and cannot exceed 10% of the grant award. Allowable associated costs may include those costs listed in the most current copy of the Growing Smarter State Trust Land Acquisition Grant Application Instruction Manual.

4. Acquisition costs for all grant programs except Growing Smarter Property may be acquired through negotiated purchase or donation. Heritage Funds may not be used to acquire property through eminent domain or condemnation. Eligible acquisition costs include: appraisal and related fees; the fair market value of property acquired, as determined by an appraisal approved by Arizona State Parks; and necessary relocation costs.

5. Personnel

Only the costs of personnel directly involved with approved project work are allowable, including travel expenses (not to exceed current state travel rates). If work requires employee supervision, the cost of the supervisor may be charged to the project.

The participant must maintain time and activity records for labor costs, including donated labor by volunteers. The records should document the date, the related scope items, number of hours, rate of pay (or donation value), and employee related expenses for each employee working on the project. Each record must be signed by the employee and supervisor attesting to the accuracy of the charge. The time record must reference the project by name and number as shown on the participant agreement. Payroll documents must also be maintained.

If donated labor is used, the amount charged must be at minimum wage or lower, unless it is for a licensed trade which can be counted at the current market rate.

If prison labor is used, only the actual amount paid for services rendered is eligible

6. Supplies and materials

The participant may purchase supplies and materials for a project or they may be drawn from a central stock maintained by the participant. When supplies or materials are drawn from a central stock, the participant must retain internal requisitions and issue documents. Reimbursement for such materials may not exceed the price charged to the participant.

7. Equipment

Allowable costs include the cost of rented, leased, or purchased equipment associated with the development of a project, or equipment required to make a facility initially operational such as pumps or sprinkler systems. The participant must maintain time and activity records for the equipment.

8. Construction

Allowable construction costs include activities from site preparation to completion of a project, including advertising for bids. Construction, in general, may be carried out by contract with a private firm or by use of the participant's own personnel, materials, and equipment (force account).

9. Fund acknowledgement and signs

Arizona State Parks will supply basic acknowledgement signs for approved projects. Costs associated for additional fund acknowledgement and informational/directional signs are allowable project costs.

10. Discounts

Normally, Arizona State Parks reimburses only what was paid or the value of the donation. If participants receive a discount, the difference between the full price and the discounted price may be counted as a donation <u>if the vendor</u> provides documentation of the amount paid as well as the full market value.

B. Non-allowable costs

- 1. Operation and maintenance costs
- 2. Indirect costs and administrative costs
- 3. Costs in excess of the amount specified in the participant agreement and amendments
- 4. Costs incurred before or after the approved project period unless approved in advance by Arizona State Parks
- 5. Costs associated with environmental assessments and archaeological data recovery activities beyond preliminary reviews and surveys
- 6. Costs associated with the preparation of grant applications
- 7. Ceremonial or entertainment expenses
- 8. Publicity expenses
- 9. Bonus payments or performance awards of any kind
- 10. Contingency reserves or similar reserves
- 11. Charges in excess of the lowest bid when competitive bidding is required unless Arizona State Parks agrees in advance to higher cost
- 12. Charges for deficits, overdrafts, late payment or interest fees

- 13. Charges incurred contrary to the policies and practices of the participant
- 14. Consequential damage judgments arising out of acquisition, construction, or equipping of a facility, whether determined by judicial action, arbitration, negotiation, or otherwise (damages to adjoining property owned by other persons which are caused by noise, lights, vibration, etc.)
- 15. Incidental costs associated with acquisition of real property and of interests in real property, unless allowable under A.R.S. § 34-401 to 439 or required by Arizona State Parks
- 16. Costs of offered discounts not taken by the participant
- 17. Fines and penalties
- 18. Any losses arising from uncollectible accounts and other claims and related costs
- 19. Fund-raising time and effort and legal and professional fees paid in connection with raising funds
- 20. Court costs of any kind

VII. Grant Payments

Arizona State Parks will reimburse eligible expenditures included within the project's approved scope of work. Reimbursements are made according to the percentage specified in the participant agreement. Advances will be considered on a case by case basis and are rarely granted. Written justification from the participant as well as a Grant Payment Request form must accompany requests for advances.

Participants must use the *Grant Payment Request Form* (Appendix D) and the *Detailed Expenditure Record Form* (Appendix E) to request reimbursement. A fiscal accounting system that ensures proper accounting of receipts and expenditures attributable to an awarded project must be used. Each expenditure must be supported with appropriate documentation. The participant must retain all original support documentation, such as purchase orders, requisitions, invoices, evidence of payment, time sheets, transfer documents, appraisals and related acquisition documents. Support documents must identify the grant project name and number as shown on the participant agreement.

A participant must submit W-9 Form (Federal Tax Identification number) to Arizona State Parks prior to the submittal of grant payment requests. If the W-9 is not on file with Arizona State Parks, the participant will be notified with instructions on completing and submitting the form.

Before payment requests for donations are approved, the participant must show actual expenditures at least equal to the amount of the donation.

A. Grant Payment Request Form (Appendix D)

Participants must submit the grant payment request form before a reimbursement request can be processed by Arizona State Parks staff. The individual authorized in the application's resolution signs an original form and submits it to Arizona State Parks.

B. Detailed Expenditure Record Form (Appendix E)

The Detailed Expenditure Record is used to list actual costs for eligible project expenditures in chronological order. Each expenditure must reference a project scope item <u>and</u> a check number for each expenditure paid. A Detailed Expenditure Record must be completed according to the instructions and must accompany each grant payment request.

C. Payment Process.

Participants may submit payment requests for reimbursement to Arizona State Parks whenever costs incurred exceed \$1,000. Payment requests should not be less than \$1,000, unless it is the final request.

VIII. Progress Reports (Appendix C)

Following receipt of a fully executed participant agreement, the participant is required to submit quarterly progress reports to Arizona State Parks (Appendix E). Progress reports must be submitted for partial quarters. The participant must ensure that the reports are submitted at the end of each calendar quarter. The participant must submit progress reports according to the following schedule:

- First quarter (January 1 March 31) due no later than April 30;
- Second quarter (April 1 June 30) due no later than July 31;
- Third quarter (July 1 September 30) due no later than October 31;
- Fourth quarter (October 1 December 31) due no later than January 31.

A portion of the Administrative Criteria in the grant application manuals for most of the grant programs relates to timely submission of quarterly reports. If reports are not submitted by the due dates shown above, points may be lost during the grant rating process.

Participants should report progress on the percent of work completed, not the percent of funds expended. Report progress on approved scope items, project related activity, significant problems and proposed solutions.

IX. Project Closure

The participant must complete the project by the project ending date specified in the participant agreement. The participant shall have no more than 90 working days following the project ending date or project completion, whichever comes first, to submit all required closure documents to Arizona State Parks. Failure to submit the closure documents within this time frame may reflect negatively on the rating of the participant's future grant applications and may result in project termination.

With the exception of Growing Smarter projects, 10% of the grant award shall be retained by Arizona State Parks until the closure process is complete.

A. Required closure documents for all grant programs <u>except</u> Growing Smarter.

The participant must submit the following documents to Arizona State Parks within 30 working days following project completion.

• Certified completion letter (Appendix F)

Note: Historic Preservation projects require a Certified Completion letter from the project Architect or the project Construction Manager. This letter certifies that the project followed the Secretary of Interior Standards.

The following documents must be submitted to Arizona State Parks within 90 working days following project completion.

- A completed final Grant Payment Request Form (Appendix C)
- A completed Detailed Expenditure Record (Appendix D)
- A Quarterly Project Progress Report indicating that the project is 100% complete (Appendix C)
- An "as-built" site map for development projects or an "as-acquired" parcel map for acquisition projects. (Note: The site map or parcel map need only depict work completed or parcels acquired with grant assistance. The participant is not required to submit detailed engineering drawings for site maps. Please try to keep maps 8.5" X 11" in size. Submit an "as-built" map if project site is different from map submitted with the application.
- A final deliverable such as a report, brochure, video, survey, or inventory report or photos. If Arizona State Parks conducts a final on-site inspection, photos are not necessary.
- **B.** Required closure documents for Growing Smarter Acquisition Projects Within thirty (30) days of the patent transfer for the land being acquired, the following documents must be submitted to Arizona State Parks:
 - A Certified Completion letter (Appendix F),
 - A receipt showing full payment of the land,
 - Proof of the recorded Conservation Easement, and
 - A final quarterly report (Appendix C).

C. Final on-site inspections

Arizona State Parks may request photos of a completed project in lieu of performing an on-site inspection.

1. Development projects

Arizona State Parks staff will schedule a final on-site inspection of the project site to determine compliance with the terms of the participant agreement and any amendments. Problems that become evident during the inspection are reconciled by amendment, administrative action, or other action appropriate to the funding program and the project. Arizona State Parks will provide a copy of the final on-site inspection report to the participant for record keeping.

2. Equipment purchases and/or land acquisitions

Arizona State Parks will determine the need for on-site inspections of equipment purchases and land acquisitions.

D. Document Reconciliation and Final Payment

If applicable, the final payment will be processed after Arizona State Parks staff receives all required closure documents.

X. Project Withdrawal/Termination

Each awarded project will either be closed, withdrawn or terminated according to the provisions of the participant.

A. Withdrawal

- 1. The participant may withdraw the project at any time before the first payment is made without penalty.
- 2. The participant may withdraw the Participant Agreement in whole, or in part, at any time before the date of completion, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the withdrawal conditions, including the effective date and, in the case of partial withdrawal, the portion to be withdrawn. The participant shall not incur new obligations for the withdrawn portion after the effective date, and shall cancel as many outstanding obligations as possible.
- 3. The participant may not be required to reimburse Arizona State Parks for the grant share of obligations properly incurred before the effective withdrawal date. Withdrawal requires that the project in question be brought to a state of public usefulness to the terms set forth by the Board; otherwise, all funds provided by the Board shall be returned to the Board.

B. Termination

After initial payment, the Board may terminate the project in whole, or in part, at any time before the date of completion, whenever the Board determines that the participant failed to comply with the terms or conditions of the grant. The Board will promptly notify the participant in writing of the determination and the reasons for the termination, including the effective date. All payments made to the participant shall be recoverable by the Board under a project terminated for cause.

XI. Audit

Each awarded project is subject to audit by Arizona State Parks within five years after official closure of the project. The audit determines compliance with the terms of the participant agreement and that all project expenditures were allowable and documented. The participant is responsible to comply with the project record retention requirement of maintaining project records for a period of five years.

A. Random Selection

An annual, random selection from closed projects determines which projects are audited. A minimum of one project per program is selected.

B. Audit Checklist (Appendix G)

Participants are required to complete an audit checklist and provide the audit firm with an audit packet, which includes the documents listed on the audit checklist within 20 working days.

C. Audit Coordination

Arizona State Parks staff coordinates the audit process with the participant and the audit firm.

D. Recovery of Grant Funds

In the event a disallowance of grant expenditure(s) was not determined prior to closeout of the grant, Arizona State Parks retains the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from a final audit.

XII. Post-Completion Requirements

The results of a completed project shall benefit the public according to the purposes of the grant funding program. Arizona State Parks requires a participant to operate and maintain the project for the period specified in the participant agreement.

Generally, the term of public use for development and equipment projects is twenty-five (25) years; for acquisition it is ninety-nine (99) years. For projects funded with LWCF funds, the term of use is in perpetuity.

A. Operation and Maintenance

Property acquired or developed with grant assistance shall be operated and maintained as follows:

- **1.** The property shall be maintained to appear attractive and inviting to the public.
- **2.** Sanitation and sanitary facilities shall be maintained in accordance with applicable health standards.

- **3.** Properties shall be kept safe for public use. Fire prevention, lifeguard, and similar activities shall be maintained for proper public safety.
- **4.** Buildings, roads, trails, and other structures and improvements shall be kept in repair throughout their estimated lifetime to prevent undue deterioration and to encourage public use.
- **5.** The facility shall be kept open for public use during reasonable hours and times of the year, according to the type of area or facility.
- **6.** The Preservation Agreement or Covenant for Historic Preservation projects states the restrictions for long-term maintenance at the project site.

B. Self-Certification Inspections. (Appendix H and/or I)

To ensure compliance with maintenance requirements at grant-assisted project sites after project closure, each participant is required to conduct periodic on-site inspections of a funded project. Every 5 years after project closure and for the duration of the maintenance period specified in the participant agreement, the participant must file a written report with Arizona State Parks.

Arizona State Parks will notify the participant when inspections should be conducted and will provide the necessary forms to accomplish the inspections.

Growing Smarter Acquisitions parcels must be self-certified annually.

C. Non-Compliance with Post-Completion Requirements

Participants who do not meet the term of public use for grant-funded facilities

must follow one of the remedies listed below to be in compliance with these guidelines. Arizona State Parks will consult with the participant in determining the most appropriate remedy.

1. Obsolescence

The LWCF Grants Manual, Chapter 675.9.4, shall be used as guidance to process obsolescence requests. Only those requests that significantly contravene the original plans for an area shall require Executive Director of Arizona State Parks (or designee) or National Park Service review and approval action. Notwithstanding neglect or inadequate maintenance on the part of the project sponsor, a recreation area or facility may be determined to be obsolete if:

- **a.** reasonable maintenance and repairs are not sufficient to keep the recreation area or facility operating;
- **b.** changing recreation needs dictate a change in the type of facility provided;
- **c.** operating practices dictate a change in the type of facilities required; or

d. the recreation area or facility is destroyed by fire, natural disaster, or vandalism.

If a facility is declared obsolete, the project area must continue to be available for public outdoor recreation for the remainder of the term of public use.

2. Conversions

A conversion is required when a grant recipient is no longer maintaining a grant-funded facility to the standard originally approved by the Arizona State Parks Board, or when the facility has been removed from public use. The facility must be replaced by one of equal value at the grant recipient's expense.

If project areas are not properly meeting the term of public use, the LWCF Grants Manual, Chapter 675.9.3, is used as guidance to process conversion requests under the LWCF; Local, Regional, and State Parks; Recreational Trails Program; Trails; State Lake Improvement Fund; and Off-Highway Vehicle grant programs.

Arizona State Parks will process requests administratively by obtaining Executive Director approval. Conversions affecting LWCF project sites shall be forwarded to the National Park Service for approval following action by the Executive Director.

3. Repayment for all grant programs except Growing Smarter and LWCF In the event the participant fails to provide for operation and maintenance of the facilities or equipment during the Term of Public Use, the participant shall reimburse the appropriate grant fund as follows: 100% of grant funds, 0-5th year; 80%, 6th-10th year; 60%, 11th-15th year; 40%, 16th 20th year; 20%, 21st-25th year. (Note: As an example, the 6th-10th year shall mean from the first day of the sixth year through the last day of the tenth year, beginning with the certified date of completion.)

Payback is not allowed for LWCF grant projects.

In lieu of repayment for a facility that is removed from public use prior to the end of the required Term of Public Use, the participant may apply for obsolescence under subsection C.1.

4. Repayment for Growing Smarter Acquisition Projects

The participant is in default if it fails in the performance of any portion of this agreement or any conditions of the Conservation Easement. Notice of and a description of the nature of the default will be mailed to the participant. Failure to commence an Arizona State Parks-approved cure for the default or to seek amendment to the approved cure, within 60 days of participant's receipt of the written notice, shall be considered a default.

In case of a default of the contractual provisions stated in either this agreement or the conditions of the patent, Arizona State Parks retains the

right to exercise remedies to the grant contract. Specifically, Arizona State Parks may request the following as remedies to a default: demand the return of the total grant award made pursuant to this agreement, interest on the grant award calculated at the judgement rate, attorney's fees and court costs.

XIII. Disagreements

Disagreements with any decision or action concerning project administration which are not resolved with staff to the satisfaction of the participant may be addressed in the following manner:

- **A.** The participant may submit a written request for review to the Assistant Director of the Partnerships Division of Arizona State Parks. The Assistant Director will address the matter and respond in writing within 30 working days of receiving the request from the participant.
- B. If the disagreement is not resolved with the Assistant Director's intervention, the participant may submit a written request for review and consideration to the Executive Director of Arizona State Parks. The Executive Director will respond within 30 working days of receiving the request.



APPENDICES A – J

- A. Amendment Policy
- B. Sample Bid Award Letter
- C. Quarterly Project Progress Report
- D. Grant Payment Request Form
- E. Detailed Expenditure Record Form
- F. Sample Certified Completion Letter
- G. Audit Preparation Certification
- H. Self-Certification Post-Completion Inspection Report (Facilities)
- I. Self-Certification Post-Completion Inspection Report (Equipment)
- J. Participant Agreement General Provisions

Appendix A

Amendment Policy for Grant Participant Agreements

Grant participant agreements authorized by the Arizona State Parks Board may be amended to accommodate changes to the original agreement. Authorized amendment types include: 1) time extensions, 2) scope changes, 3) funding adjustments, and/or 4) change in project participant.

The following explanation clarifies authorized amendment types including the approval authority for each and shall apply to each grant program administered by Arizona State Parks.

Amendment Type		Approval Authority
1.	 Time Extension one year or less more than one year or more than one extension 	Executive Director or Designee Arizona State Parks Board [*]
2.	 Scope Change ** additional scope items, but within the original intent and cost of the approved project deletions resulting in no significant impact on the original scope or project rating deletions having significant impact on the original scope and project rating change in project location but the original scope remains the same 	Executive Director or Designee Executive Director or Designee Arizona State Parks Board* Executive Director or Designee
3.	 transfer of unused funds in a completed project of a participant to another project of the same participant with cost overruns, but with no adjustments to either project's approved scope of work project cost increase where the project scope remains the same 	Executive Director or Designee Arizona State Parks Board*
4.	 project cost increase to accommodate scope item changes Change in Project Participant processed when necessary to transfer responsibility from the original participant to another eligible participant 	Executive Director or Designee

^{*} The appropriate advisory body shall review prior to recommending action to the Arizona State Parks Board on this type of amendment.

Notes to the Policy

- 1. Upon project closure, an amendment shall not be necessary to reduce project costs from the original award if the approved project scope was accomplished for less money than the award. In lieu of the amendment, staff shall prepare a "Project Closure" letter to the participant summarizing grant fund expenditures and the disposition of unexpended funds. This letter shall be the official document specifying actual grant funds expended, closure of the project, and the disposition of unexpended funds.
- 2. Amendments to approve scope work items or retroactive time extensions shall be presented by staff to the appropriate Advisory Committee and then to the Board for approval consideration, with a staff recommendation for either approval or denial. Scope change amendments must include a revised cost schedule and a revised site plan.

^{**} All scope changes must meet the eligibility criteria of the funding program.

Sample

Bid Award Letter

Address the Bid AWARD letter to Arizona State Parks on the participant's letterhead.

APPENDIX C



Arizona State Parks

Quarterly Project Progress Report

() HP () RTP (Mor	am: () Trails () LRSP () OHV () SLI torized Portion) () LWCF owing Smarter State Trust Land Acquisition	F
Project Number:	Grant Program	_
Project Title:		
Participant Name:		
Current Year:	Project End Date:	
Quarter: Jan – March	April – June July – Sept. Oc	t. – Dec.
Approved Scope Items (see Attallisting of approved scope items)	achment A to the participant agreement for a	% of Work Completed*
	Overall % Completed:	
Status Update and/or Problems E	Incountered and Solutions to Problems:	
*This is the amount of work co	mpleted, not the amount of funds expend	ed.
Prepared By:	Date:	

Attach additional page(s) if necessary. Reproduction of this form is authorized.

APPENDIX D



Arizona State Parks GRANT PAYMENT REQUEST

(Instructions on reverse)				
Check Grant Program: () Trails () LRSP () OHV () SLIF () HP () LWCF () RTP (Motorized Portion) () Growing Smarter State Trust Land Acquisition				
1. Participant:	2. Contact Name/E-m	ail/Phone/Fax:		
Project Title:				
3. Project Number:	4. Federal Employer Id	dentification Numbe	er:	
5. Mailing Address:	5. Mailing Address: 6. Type of Payment: [] Reimbursement [] Advance [] Partial [] Final *Detailed expenditure record must be attached.			
7. Payment Request #:	8. Period Covered by thi	is Request(mm,dd,yy)	:	
9. Approved Scope Items (see Attachment A to Participant Agreement): Expenditures this Request				
	TOTAL:	\$		
I certify that this request is correct and is based that payment from the State has not yet bee accordance with the project as approved, incluand services under the project is acceptable and	en made or received; that the diding amendments thereto; and	work and services ar that progress of the v	e in	
SIGNATURE:		DATE:		
FOR STA	ATE PARKS USE ONLY			
Match Percentage None Solve Grant Award: Flags and Solve Sol				
Program Coordinator Approval Date	Accounting Approval	Date	Claim #	
Attach additional page(s) if ne	ecessary. Reproduction of this fo	rm is authorized.		

Instructions for Completing the Grant Payment Request

Item 1: Enter the participant name and project title as shown on the

participant agreement.

Item 2: Enter the name, e-mail, phone, and fax numbers of the grant contact

person.

Item 3: Enter the project number as shown on the participant agreement.

Item 4: Enter the Federal Employer Identification Number.

Item 5: Enter the participant's complete mailing address and zip code.

Item 6: Check the appropriate box. Advances are considered on a case-by-

case basis.

Item 7: Indicate the payment request number. Payment requests are

numbered consecutively, beginning with #1.

Item 8: Enter the month, day, and year for the beginning and ending of the

period for which this request is prepared. The dates inserted must fall within the "Project Period" indicated on the participant agreement.

Item 9: List the approved scope items as specified on Attachment A to the

participant agreement. Costs entered in the "Expenditures this

Request" column must equal the <u>total</u> cost expended by the

participant for eligible reimbursement projects. The amount entered in this column must be the <u>total</u> expended amount for each scope item; this includes the amount that is being used as a match and not just the grant amount. Arizona State Parks will calculate the amount to be reimbursed based upon the match percentage of the grant

award.

Certification: The individual authorized in the Applicant Resolution shall sign and

date the payment request.

10% of the grant award will be withheld from the final payment request or advance pending project completion, which includes all administrative closure requirements.

APPENDIX E

Project Number:



Arizona State Parks **DETAILED EXPENDITURE RECORD**(Instructions on p.29)

Project Name: Participant Name: Payment Request:		Date: By: Phone:				
Date	Invoice #	Vendor	Item Description	Related Scope Item	Actual Amt. Paid or Donated	Check Number
Total m	ust equal amo	unt claimed on th	e Grant Payment Reques	t	\$	•
Rev. 7/200		3444444 011 411			n of this form is autl	norized

Record Preparation

APPENDIX E

Instructions for Completing the Detailed Expenditure Record

A complete and accurate record of information must be provided in each column of this form for every listed expenditure. A copy of the completed Expenditure Record must be attached to each Grant Payment Request submitted to Arizona State Parks (ASP). Instructions for specific entries are described below. For purposes of these instructions, the term "in-kind contributions" is used to describe the value of non-cash contributions provided by: (1) other public agencies and institutions; and (2) private organizations and individuals. In-kind contributions may consist of the value of donated labor, materials, equipment, etc. which directly benefit the project.

- •PROJECT NUMBER: Enter the project number as it appears on the participant agreement or acknowledgment.
- •PROJECT NAME: Enter the name of the project as it appears on the participant agreement or acknowledgment.
- •PARTICIPANT NAME: Enter the participant name as it appears on the participant agreement or acknowledgment.
- •PAYMENT REQUEST: Enter the number of the pay request attached to the Expenditure Record.
- •RECORD PREPARATION: Enter the date the record was prepared, by whom, and the telephone number of the preparer.
- •DATE: List all expenditures in chronological order and indicate the date shown on each expenditure. In situations where in-kind or volunteer labor performs work related to the project, the beginning and ending date on the individual's time sheet must be shown in this column. The same procedure is followed when listing contractor's monthly or periodic statements. For land acquisition projects and/or projects involving donations of land, the date of the title recording for each parcel acquired must be entered. The dates of other eligible costs related to land acquisition should also be entered in the order they were incurred.
- •INVOICE NUMBER: Enter the number shown on the invoice as assigned by the vendor. In the case of a contractor's statement, enter the number of the statement as assigned by the contractor. If the value of in-kind labor and/or equipment is being claimed, enter the payroll or voucher number related to the claim. This column does not apply for volunteer labor. For land acquisitions, the county recorder's number on the document evidencing ownership must be entered.
- •VENDOR: For each invoice or cost item, provide the name of the individual or company from whom the goods or services were purchased. When listing in kind labor, volunteer labor, donated equipment, or materials, enter the name and title of each laborer and/or the name of the donating entity. An example would be: "John Smith Backhoe Operator", or "City of Glendale Public Works Department". For land acquisitions, enter the name of the seller, donor, or relocatee for the corresponding transaction.
- •ITEM DESCRIPTION: This should briefly, but accurately, describe what was purchased and/or donated. This description may be taken directly from the invoice. If you are listing donated work, equipment, or materials, simply describe the type of labor, materials, or equipment used.
- •SCOPE ITEM: Enter the name of the scope item from Attachment A for which the ITEM DESCRIPTION relates. If an invoice contains a list of materials, which were used to construct several approved scope items, each item should be listed. When listing "employee's time" or volunteer labor as the ITEM DESCRIPTION, each scope item the employee/laborer worked on must be listed when the time being billed relates to more than one scope item. Please refer to your participant agreement or acknowledgment and project cost schedule, or contact ASP to insure that costs incurred are actually eligible for reimbursement. Items not shown in the participant agreement or acknowledgment or project cost schedule or in amendments thereto, are not eligible for reimbursement. Ineligible project costs need not be listed on the Detailed Expenditure Record. For land acquisition or land donation projects, the corresponding description of the transactions and how they relate to the project should be supplied. Normally, this will be the identifying tract number, amount of acreage, and the appraised value for land transactions. A sample entry might read: "Tract No. 2, 16.3 acres, site preservation".
- •AMOUNT PAID OR DONATED: Enter the amount of the actual cost or expenditure, which is eligible for reimbursement or grant match. If a portion of the invoice was paid and reimbursed under a previous payment request, list only the amount for which you are now seeking reimbursement. For land acquisition projects, enter the amount paid for the land or the amount paid for other eligible costs related to land acquisition.
- •CHECK NUMBER: List the corresponding check number that was used to pay for each cost item listed. If more than one check was used, include all appropriate numbers. Write the word "donation" for items or time, which have been contributed.

Rev. 7/2009

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APPENDIX F

Sample

Certified Completion Letter

Date	commed com	ipiction Letter	•	
Grant Coordinator Arizona State Parks 1300 W. Washington Phoenix, AZ 85007				
Dear	:			
This letter certifies that t and numbered in accordance with the to amendments and compl	he grant project wa erms of the parti ies with all appl	titled as completed on_ icipant agreemen icable laws, rules	t, including any and regulation	approved s.
This letter also certifies to other procurement rules files for each awarded control plans and specificates award of bid letter list of bids received complete and signed a justification states than the lowest bid All records and back-up developed with grant further specifies the second se	and that the follontract: tions stamped by for each constru- l for each constru- ed copy of all con- ment if an award der.	lowing documenty an Arizona lice ction contract uction contract astruction contract is made to a vertill be retained.	its are part of the nsed architect/ects; and ndor other	e project engineer All facilities
Signature of person authorize sign for the Participant	ed to			
Title of the above				
Subscribed and sworn b	efore me this	day of		<u>.</u>
Signature of Notary Pub	lic			
My commission expires				
*Generally, the term of pul twenty-five (25) years; for funded with LWCF funds	acquisition it is r	ninety-nine (99) ye		

9/2009

Arizona State Parks **Audit Preparation Certification**

Project Number: Project Name: Participant's Name:

It is certified with my signature below that the listed project expenditure support documentation is included in the enclosed audit file.

AUDIT FILE DOCUMENTATION

- 1. A completed copy of the Audit Certification (this document).
- 2. A copy of the project proposal.
- 3. A copy of the Participant Agreement and copies of all amendments thereto.
- 4. A copy of all executed contracts, Requests for Proposals, agreements, etc. pertinent to the project and each amendment or change order thereto.
- 5. A copy of each Grant Payment Request submitted to Arizona State Parks for reimbursement or payment purposes including the Detailed Expenditure Record and all support documents (purchase orders, requisitions, invoices, statements, canceled checks, claims, personnel pay records, equipment use rates, etc.) for each expenditure listed on the Detailed Expenditure Record. Note: All expenditure support documents include the project name and number assigned by Arizona State Parks.

Neither item #6 or #7 is applicable to this project if "NA" is noted in the left margin.

- 6. Construction projects by contract:
 - a. A copy of the signed design and engineering agreement.
 - b. A certified copy of the list of bids received.
 - c. A copy of the justification statement for selecting a bid other than the low bid.
 - d. A signed copy of each executed contract and change order.
- 7. Acquisition projects:
 - a. A copy of the appraisal report.
 - b. A copy of the appraisal review report showing concurrence in the appraised fair market value.
 - c. A copy of each relocation claim form and related payment documents if relocation occurred as part of the project and the claims were cost-shared by the grant.

Typed Name	Signature
Title	Date

APPENDIX H

Arizona State Parks Self-Certification Post-Completion Inspection Report

Participant:		Date Closed:				
Project Title: Project Number:		Award Year:				
		Award Amount:				
	BELOW TO BE CO	OMPLETED BY PARTICIPANT				
Site	Name	Name of Contact Person				
Site	Location zip code of park	Title/Agency				
Date	Site Inspected	Phone Number				
Proje	ect Inspector	Title/Agency				
	Attach a map (8 1/2" x 11") and th	nree (3) 4" x 6" color photographs o	f project si	te.		
			Yes	No		
1.	Is there a sign displayed which makes the sign of the	•				
2.	Are the facilities and the site being maintain.					
	Is the property accessible and open to all se during reasonable hours and days of the year	e .				
4.	Has the site been developed and maintained with disabilities? If no, please explain. If yes, when?					
5.	If access problems are identified, are they so please explain.					
6.	Is the funding source identified at the site? If no, please explain.					
7.	Have there been any changes in the approve If yes, please explain.					

APPENDIX H (reverse side)						
8.	Has any portion of the project site been converted to uses other than what was approved by Arizona State Parks? If yes, please explain.					
9.	Is there evidence of vandalism at the site? If yes, please explain					
10.	. How many total acres is the park and/or how many acres were purchased with this grant?					
<u>Addi</u>	itional Comments asset attach a separate sheet if more space is needed.)	side of this fo	orm.)			
Self Certification I hereby certify, as the duly designated official responsible for the project site identified above, that the site has been inspected and that this report accurately reflects conditions as found in that inspection.						
Auth	norized Signature Date					
Туре	ed Name and Title					
State	of County of					
On this day of , personally appeared to me known to be the person who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.						
Sign	ature of Notary Public					
Name of Notary printed, typed or stamped						
Notary Public, State of						
My Commission Expires						
For Arizona State Parks Use only						
Date	Project Inspected Project Complies					
Inspe	ected By Does not con	nply \square				

APPENDIX I

Arizona State Parks Self-Certification Post-Completion Inspection Report (Equipment)

Project Title:		Participant:			
Pro	ect Number:	Project Type:			
		Award Year:	Award Year:		
	BELOW TO	BE COMPLETED BY PARTICIPA	NT		
te	Name	Name of Contact Person			
ite Location		Title/Agency			
ate	Site Inspected	Phone Number			
roj	ect Inspector	<u> </u>			
	ach a map (8 1/2" x 11") showing attach three (3) 4" x 6" photogr				
<u> 1180</u>	attach three (3) 4 x 0 photogr	apus of the equipment.	Yes	No	
l.	participant? If no, please explain	grant funds currently in use by the n.			
	Has the equipment been converted to uses other than what was approved by Arizona State Parks? If yes, please explain.			П	
2.			Ц	Ц	
	was approved by Arizona State I Is the equipment being maintain	Parks? If yes, please explain. ed and in good condition? If no,			
 33. 44. 	Is the equipment being maintained please explain. Is the funding source identified of Where?	Parks? If yes, please explain. ed and in good condition? If no, on the equipment?			
3.	Is the equipment being maintained please explain. Is the funding source identified of Where?	Parks? If yes, please explain. ed and in good condition? If no, on the equipment?			

APPENDIX I (reverse side)

Additional Comments (Please attach a separate sheet if more	space is needed.)
	cial responsible for the project site identified above, that the accurately reflects conditions as found in that inspection.
Authorized Signature	Date
yped Name and Title	
tate of	County of
	, personally appeared to me known to be the person who executed ed that they executed the same as their free act and deed.
ignature of Notary Public	
Name of Notary printed, typed or stamped	
Notary Public, State of	
My Commission Expires	
F	or Arizona State Parks Use only
Date Project Inspected	Project Complies
nspected By	Does not comply \square
ignature	
7/2009 (Equipment)	

Competitive Grant Programs Currently Administered by the Arizona State Parks Board

Drogram	Duracco	Fund Source	Application Deadline	Program Coordinator
Program Local, Regional and	Purpose To support land	Up to \$3.5 million	No later than 5:00 p.m.	Danielle Silvas
State Parks	acquisition and facility	annually from the	on the last working day	(602) 542-7160
(Heritage Fund)	development for	Arizona State Parks	of February	(004) 544-7100
(Heritage Fulla)	parks, outdoor	Board Heritage	or rebruary	
	recreation, and open	Fund		
LRSP	space preservation	Tuna		
Trails	To support non-	Up to \$475,000	No later than 5:00 p.m.	Robert Baldwin
(Heritage Fund)	motorized trail	annually from the	on the last working day	(602) 542-7130
(Heritage Fund)	acquisition,	Arizona State Parks	of February. State	(002) 342-7 130
	construction, and	Board Heritage	Trails System	
	improvement for trails	Fund	nominations due by	
	on the State Trails	Tuna	5:00 p.m. on the first	
Trails	System		working day of August	
Historic	To support historic	Up to \$1.7 million	No later than 5:00 p.m.	Danielle Silvas
Preservation	preservation efforts	annually from the	on the last working day	
(Heritage Fund)	consistent with the	Arizona State Parks	of May (1 st cycle);	,
, ,	Secretary of the	Board Heritage	December (2 nd cycle).	
	Interior's Standards	Fund	, ,	
HP				
Growing Smarter	To conserve open	Up to \$18 million	No later than 5:00 p.m.	Doris Pulsifer
State Trust Land	space in or near urban	annually from the	on the last working day	(602) 542-7127
Acquisition	areas through the	State General Fund	of May. Applications	
(Land Conservation	purchase or lease of	for fiscal years 2001	for Sale due to the State	
Fund)	State Trust land	through 2011	Land Department by	
			the first working day in	
GS			August.	D 1 + D 11 +
Recreational Trails	To support motorized	Approximately	No later than 5:00 p.m.	Robert Baldwin
Program	trail development,	\$500,000 available	on the last working day	(602) 542-7130
Motorized Portion	mitigation,	annually from the	of March	
(Federal)	acquisition, and education for off-	Safe, Accountable,		
	highway vehicle	Flexible, Efficient Transportation		
RTP	recreation	Equity Act		
1111	recreation	Equity 11Ct		
Land & Water	To support land	Subject to	Through the LRSP	Danielle Silvas
Conservation Fund	acquisition and facility	Congressional	application process, no	(602) 542-7160
(Federal)	development for	appropriations	later than 5:00 p.m. on	,
	parks, outdoor	11 1	the last working day of	
	recreation, and open		February	
LWCF	space preservation			
State Lake	To support boating	Approximately \$6	No later than 5:00 p.m.	Danielle Silvas
Improvement Fund	related facilities and	million annually	on the last working day	(602) 542-7160
_	access on waters	from motor boat fuel	in January.	
	where gasoline	tax revenue and	<u>-</u>	
	powered boating is	watercraft license		
SLIF	permitted throughout	fees		
	Arizona			

For more information on grants, visit our web site at $\underline{www.azstateparks.com}$ or e-mail us at grants@azstateparks.gov 9/2009